Using Photoshop 7.0 to size images for AGO

- Download your image from your digital camera to a file on your personal computer. You must use an image that has at least one side larger than 1920 pixels. A 4 MB or larger image is ideal.

- Open Photoshop.

- Go to File and open your image.

- Go to *Image > Image Size*: Make sure you are looking at your image size in pixels and that Constrain Proportions box is checked.

- Take the longest side and size it down to 1920. The shorter side will shrink down in proportion automatically if the Constrain Proportions box is checked.

- Go to *Image > Canvas Size*: Make sure you are looking at your canvas in pixels.

- Size the shortest side to 1920.

- Select the middle square in the nine square grid to anchor the work in the center. From the Canvas Extension Color drop down- select black.

- Save your image for the Web:

- Go to *File > Save As*.

- Make sure your settings are for JPEG.

- Name your image.

- Check Properties - Check image size. Your image should be less than 1.8 MB.